

**Government of the District of Columbia**

**Office on Aging**

**REQUEST FOR APPLICATIONS**



**FISCAL YEAR 2006**

**SENIOR WELLNESS CENTER PROGRAM GRANT**

**The D.C. Office on Aging Invites the Submission of Applications for Funding under the Older Americans Act of 1965, as amended (P. L. 89-73) and DC Law 1-24, as amended.**

**RFA Release Date: July 11, 2005**

**Application Submission Deadline: August 24, 2005, 5:00 p.m., EDT**

**LATE APPLICATIONS WILL NOT BE ACCEPTED**



**DISTRICT OF COLUMBIA  
OFFICE ON AGING**

**Announces**

**A**

**PREAPPLICATION WORKSHOP**

**FOR**

**FISCAL YEAR 2006  
SENIOR WELLNESS CENTER PROGRAM GRANT**

**Friday, July 29, 2005**

**10:00 a.m.**

**441 4<sup>th</sup> Street, NW**

**Suite 940 South**

**Washington, DC 20001**

**For questions, please contact:**

**Aurora Delespin-Jones, Program Analyst or**

**Sherlyn Taylor, Program and Grants Administrator**

**202-724-8821**

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**GOVERNMENT OF THE DISTRICT OF COLUMBIA**  
**OFFICE ON AGING**



E. Veronica Pace  
Executive Director

July 11, 2005

Dear Applicant:

Thank you for your interest in applying for a grant under the Office on Aging's Wellness Center Competitive Grant program. This letter highlights a few items in the application package that will be important to you in applying for a grant. You are encouraged, however, to review the entire application package carefully before preparing and submitting your application. Please note the following provisions:

1. Eligible applicants include nonprofit and for profit organizations, although for-profit organizations may not include profit in their grant application.
2. In an effort to facilitate an effective application evaluation process, all applicants are requested to adhere to the program narrative limitation of 35 pages. Applications that exceed this number will not be reviewed and will be returned to the applicant. To further expedite the reading process, you should also follow the format for Section III – Proposal Format - that is provided in the application package.
3. Currently funded Office on Aging Senior Wellness Centers grantees should note that prior performance will be assessed and considered in final funding determinations.
4. All applicants must supply a D.U.N.S. number issued by Dun & Bradstreet.
5. Applicants **must provide a cash match of 15%**. In-kind contributions are welcomed, but will not be considered as a part of the cash match.
6. Applicants may apply to operate one or all of the Office on Aging Wellness Centers.
7. Office on Aging Senior Wellness Centers are in the following locations:

Ward 5 - Model Cities Senior Wellness Center  
1901 Evarts Street, NE  
Washington, DC 20018

Ward 7 - Washington Seniors Wellness Center  
3001 Alabama Avenue, SE  
Washington, DC 20020

Ward 8 - Congress Heights Senior Wellness Center  
3500 Martin Luther King, Jr. Avenue, SE  
Washington, DC 20032

8. All applicants must supply a Certification from the District of Columbia Office of Tax and Revenue that their agency is compliant with District of Columbia tax requirements.
9. Successful applicants will write proposals that address a holistic, complementary, integrative approach to senior health and wellness. For example, programs combining calisthenics, isometric and stretching exercises combined with dance enable seniors to develop muscle strength and endurance as well as flexibility and cardio-pulmonary fitness. Weight training is essential to good physical health for seniors as it strengthens muscles and bones and increases the strength of ligaments and tendons so that less stress is placed on joints. Combining good nutrition in the lives of seniors with exercise and weight training is essential to the maintenance of physical strength, mental acuity, proper organ function, and sensory perceptions, such as vision, smell, touch, and taste.
10. Successful applicants will show evidence of one or more partnerships with hospitals or other organizations specializing in health care. The health care partner should provide services that include screening for diseases such as diabetes, hypertension, cardiovascular, HIV/AIDS, and prostate and breast cancer as well as providing prevention information, health education, and medication management to the participants of the Wellness Center.
11. Applicants must show evidence of staffing that includes a full-time Wellness Center Director, a nutritionist, and a fitness coordinator, supported by other health and wellness staff and consultants.
12. Applicants must have a letter of support from a Commissioner on Aging and/or the Chair of the Mini-Commission on Aging that serves the Ward in which the Wellness Center is located. A list of the Commissioners and Mini-Commission chairs is attached. Other letters of support are not necessary and will not provide any competitive weight to the application.
13. All applicants must supply a current Certificate of Incorporation issued by the District of Columbia Department of Consumer and Regulatory Affairs showing that the organization is in good standing with the DC government.
14. All applicants must supply Minutes of Board of Director's meeting, signed by the President or Secretary of the Board, in which the Board authorized the grantee to submit an application for funding to the Office on Aging or certification from the Board, signed by either the President or Secretary, giving the Executive Director authority to apply for grants.

15. All applicants must submit a copy of the agency's most recent audited financial statement.
16. The successful applicant is expected to participate in community meetings for purposes of outreach, crime reduction, emergency preparedness, and collaboration.
17. The New Communities Initiative is a comprehensive partnership to strengthen families living in distressed neighborhoods in Washington, DC by fighting concentrations of violent crime and poverty. A New Community is a healthy mixed-income community with integrated public facilities and services that offer families better housing, employment and educational opportunities. The successful application will be expected to participate in the development of any New Communities that are established within the applicant's service area.

The application must be postmarked or hand delivered on or before the deadline date. Detailed mailing instructions are provided in Section VI - Instructions for Transmitting Application. Applications submitted late will not be accepted. The Office on Aging is required to enforce the established deadline to ensure fairness to all applicants. No changes or additions to the applications will be accepted after the deadline date.

For additional information regarding this application package, please contact Sherlyn Taylor, Program and Grants Administrator or Aurora L. Delespin-Jones, Program Analyst, at (202) 724-8821.

Sincerely,

E. Veronica Pace

## **Applicant Profile**

### **D.C. Office on Aging FY 2006 Senior Wellness Center Program Grant**

**Applicant Name:** \_\_\_\_\_

**Contact Person:** \_\_\_\_\_

**Office Address:** \_\_\_\_\_

**Phone/Fax:** \_\_\_\_\_

**E-Mail:** \_\_\_\_\_

**Website URL:** \_\_\_\_\_

**D.U.N.S. Number:** \_\_\_\_\_

**Tax Identification:** \_\_\_\_\_

**Program Area(s):** \_\_\_\_\_

**Program Description:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Total Program Cost:** \$ \_\_\_\_\_

**DCOA Grant Funds** \$ \_\_\_\_\_

**Applicant Funds** \$ \_\_\_\_\_

\_\_\_\_\_  
**Printed Name and Title of Authorized Official**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Signature of Authorized Official**



**District of Columbia  
Office on Aging**

**Request for Applications (RFA)**  
**Fiscal Year 2006 Senior Wellness Center Program Grant**

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<b>SECTION I</b>	<b>GENERAL INFORMATION</b>
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The Office on Aging is the single State Agency designated by the Mayor under D.C. Law 1-24, as amended, to administer the provisions of the Older Americans Act and to promote the welfare of the aged (defined as those persons 60 years of age and older).

**Mission**

The Mission of the Office on Aging is to provide advocacy, health, education, employment, and social services to District residents aged 60 and older so they can live longer and maintain independence, dignity and choice.

**Introduction**

The Office on Aging provides grants to nonprofit community based organizations to provide a full wide range of services to the aging population in the District of Columbia. This Request for Application seeks applications to operate District of Columbia Government-owned wellness centers which promote healthy lifestyles, good nutrition, exercise, and general wellness among the aging population in the District Columbia. Specifically, this application seeks organizations to operate one or all of the following wellness centers:

- Ward 5 – The Model Cities Seniors Wellness Center
- Ward 7 – The Washington Seniors Wellness Center; and
- Ward 8 – The Congress Heights Seniors Wellness Center.

In addition, operators of the Wellness Centers have the following community responsibilities:

- Develop and implement a needs assessment to identify the needs in the target community.
- Work in cooperation with the Office on Aging-funded Senior Wellness Centers to provide a holistic, complementary, integrative approach to senior health and wellness.
- Develop and implement a structured community outreach program.
- Establish a Members Advisory Council to serve as an advisor to help develop a coordinated service delivery system.

## **Criteria for Funding**

All applications for funding under the Senior Wellness Center Program Grant Competition will be evaluated as new submissions according to the selection criteria published herein.

## **Eligible Organizations/Entities**

Any public or private, community-based non-profit agency, organization, or institution located in the District of Columbia is eligible to apply. For-profit organizations are eligible, but may not include profit in their grant application. For-profit organizations may also participate as subcontractors to eligible public or private non-profit agencies. All successful applicants shall sign an Affidavit indicating whether the applicant has complied with the filing requirements of the District of Columbia tax laws, and whether the applicant has paid taxes due to the District of Columbia Office of Tax and Revenue and/or the Internal Revenue Service, or is in compliance with payment agreements with the Office of Tax and Revenue and/or the Internal Revenue Service.

## **Target Population**

The target population for the Fiscal Year 2006 Senior Wellness Center Program Grant is individuals aged 60 and over, residing in the District of Columbia.

## **New Communities**

The New Communities Initiative is a comprehensive partnership to strengthen families living in distressed neighborhoods in Washington, DC by fighting concentrations of violent crime and poverty. A New Community is a healthy mixed-income community with integrated public facilities and services that offer families better housing, employment and educational opportunities. The successful application will be expected to participate in the development of any New Communities that are established within the applicant's service area.

## **Source of Grant Funding**

Funds are made available through both federal grant funds and District appropriated funds to the Office on Aging.

## **Award Period**

The grant awards will be for one (1) year, October 1, 2005 through September 30, 2006, with possible continuation years based on the Office on Aging's determination of satisfactory progress during the initial year of the grant.

## Grant Awards and Amounts

In fiscal year 2006, the following funding limitations apply:

**Model Cities Senior Wellness Center - \$336,166.00**

**Washington Seniors Wellness Center - \$366,376.00**

**Congress Heights Senior Wellness Center - \$336,166.00**

Wards 5 and 7 centers are under renovation. Applicants are encouraged to visit the Ward 8 Congress Heights Wellness Center at 3500 Martin Luther King, Jr. Avenue, SE, Washington, DC 20032 on August 4, 2005 at 10:00 am. **Please Note:** *All Wellness Center buildings are owned by the District of Columbia government.*

## Matching Funds

All applicants will be required to show a minimum 15% matching contribution when applying for funds under this RFA. **Participant contributions cannot exceed 25% of a grantee's match.** All contributions must be used to offset the cost of the program.

## Multiple Submissions

Any applicant desiring consideration to provide programs and services in more than one service area must submit a separate application for each service area as described in the Introduction section on page one of this RFA. Each application must be self-contained and include all required information (including a separate budget) as outlined in the RFA.

## Pre-Award Site Visit

Highly ranked applicants who are recommended for funding by the review panel may be selected for a pre-award site visit. The decision to visit an applicant for a pre-award site visit rests solely and finally with the Director of the Office on Aging.

## Contact Persons:

For further information, please contact one of the following: Sherlyn Taylor, Aurora L. Delespin-Jones at (202)-724-8821.

## **SECTION II PROGRAM AND ADMINISTRATIVE REQUIREMENTS**

### **Use of Funds**

Applicants must only use grant funds to support the District of Columbia FY 2006 Senior Wellness Center Program Grant and the target population of seniors who reside in District of Columbia.

### **Audits**

The District of Columbia Office on Aging (DCOA) **requires all grantees (except agencies of the District of Columbia and universities) to have an annual audit.** The audit must be conducted in accordance with generally accepted auditing standards, the Comptroller General's Standards for Audit of Government Programs Activities and Functions, The Office on Aging Audit Guide, and Office of Management and Budget (OMB) Circular No. A-133.

The District of Columbia law requires that any firm or person conducting audits in the District be licensed by the District of Columbia Department of Consumer and Regulatory Affairs. Grantees are required to schedule and budget for the use of independent auditors. Based on grant terms between the Grantee and the Office on Aging, **the auditor must be a Certified Public Accountant, licensed to practice in the District of Columbia.**

### **Staffing**

The applicant should employ qualified staff and maintain documentation that staff possesses adequate training and competence to perform the duties as assigned. The applicant should obtain advanced approval in writing from DCOA on any staff hired in key positions or any changes in staffing patterns or job descriptions affecting such positions in accordance with established Policy Memorandum 02-P07, Approval for Key Personnel.

Key staff for a Senior Wellness Center shall include, but are not limited to:

- Project Director
- Nutritionist
- Certified Fitness Specialist

### **Records**

The applicant must keep accurate records of activities of the project when delivering services to clients and retain them for a period of three years after the grant ends. Records should be available at the organization's headquarters and available for inspection by DCOA or other District or Federal entities at any time. The applicant should maintain records reflecting initial intakes, periodic assessments and ongoing progress of each client.

The applicant shall maintain confidentiality of client records and to the extent possible all services delivered must be validated by the client.

### **Monitoring**

DCOA shall monitor and evaluate the performance of the applicant according to the program scope, DCOA Service Standards, related Federal and local regulations and policy requirements.

The DCOA staff will review all written policies and procedures, staff licenses and certifications, information bulletins, client service rosters and other source documents applicable to the program. Grant monitors will review monthly reports, conduct site visits and maintain contact with the applicant to assess performance in meeting the requirements of the grant.

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## SECTION III PROPOSAL FORMAT

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Applicants are required to follow the format shown below. The purpose and content of each section is described. Applicants should include all information needed to adequately describe their objectives and plans for services. It is important that proposals reflect continuity between the goals and objectives, program design, and work plan, and that the budget demonstrates the level of effort required for the proposed services. Each proposal must contain the following information:

- **Applicant Profile** identifies the applicant, type of organization, Tax I.D. numbers, D.U.N.S. number, project service area and the amount of grant funds requested.
- **Table of Contents** should list major sections of the proposal with quick reference page indexing.
- **Proposal Abstract** concisely describes the proposed project. It should be written for the general public. The abstract should be brief and include the program goal(s), objectives, overall approach (including target population and significant partnerships), anticipated outcomes/products, and time frames. The abstract should not exceed 2 pages. The proposal abstract is not counted in the 35 page limitation.
- **Program Narrative** should contain the information that justifies and describes the program to be implemented. The program narrative should be written in a clear, concise manner and must not exceed 35 pages. Generally, the program narrative should address the following criteria. Specific technical scoring criteria are found in Section V.
  - ❖ Needs Assessment that shows social and demographic characteristics of seniors and other needs for specific services.
  - ❖ Background and Understanding
  - ❖ Project Workplan which should include measurable objectives which relate to lead agency responsibilities, customer service responsibilities and Hot Spot Plan.
  - ❖ Organizational Capability and Relevant Experience
    - Successful programmatic experiences i.e., external evaluations, summaries of customer surveys, or other objective forms of measurement.
    - Schedule for quarterly community meetings and discussion topics
    - Structured Community Outreach Program
    - Emergency Preparedness Plan
- **Program Budget** summary sheet and budget narrative should address the criteria listed under Budget and Fiscal Management. Applicants should provide evidence of an established accounting system with policies and procedures that reasonably assures internal controls is maintained in managing funds. Budget narrative is not included in

the application page limit. A sample budget narrative is included in Attachment C. All budget narratives must follow this format. Budget forms are not counted in page limit. Sources of Non DCOA Cash as specified in the Budget must be identified in order to qualify for bonus points.

- **Certifications and Assurances** – Certifications and Assurances are not counted in page total. Certifications and Assurances are found in Attachments A and B
- **Appendices** - This section shall be used to provide technical material, supporting documentation and endorsements. Appendices are not counted in the page total. The following **required** items must be included in the Appendices:
  - ❖ Audited financial statement for the year ending September 30, 2004 or December 30, 2005;
  - ❖ Certification from the D.C. Office of Tax and Revenue that District of Columbia tax requirements are current;
  - ❖ Certification from the D.C. Department of Employment Services (DOES) showing proof of current payment of unemployment taxes;
  - ❖ Current certificate of Incorporation from the Department of Consumer and Regulatory Affairs showing that the applicant is in good standing and is authorized to conduct business in the District of Columbia;
  - ❖ Name, address, telephone numbers (both home, work, if available), positions held, ethnicity, and gender, of the applicant's current Board of Directors as of the date of the grant application;
  - ❖ Minutes of Board of Directors' meeting, signed by the President or Secretary of the Board, in which the Board authorized the applicant to submit an application for funding to the Office on Aging or certification signed by the President or Secretary that the Executive Director has the authority to apply for grants;
  - ❖ Copy of negotiated indirect cost rate agreement, if one exists. If none exists, basis upon which indirect cost is calculated;
  - ❖ Inventory of Office on Aging-sponsored equipment and vehicles, with serial numbers or VIN numbers, as appropriate and dates of purchase. (for current Office on Aging grantees, only)
  - ❖ Emergency Preparedness Plan for the agency, which includes plans for evacuation or sheltering in place at the Wellness Center. This emergency plan must also include a mechanism for identifying high-risk seniors with limited mobility that may need emergency assistance.

- ❖ Proposed organizational chart for the project;
- ❖ Letters of support from collaborating community organizations (**Current grantees should not submit letters from other participants in the Office on Aging Senior Service Network.** Please note that letters of support from other individuals should be a separate submission and will not be submitted to the panel for evaluation.);
- ❖ Applicants **must** have a letter of support from a Commissioner on Aging and/or the Chair of the Mini-Commission on Aging that serves the Ward in which the Wellness Center is located. A list of the Commissioners and Mini-Commission chairs is attached. Other letters of support are not necessary and will not provide any competitive weight to the application.
- ❖ Staff resumes; and
- ❖ Planned job descriptions.

**The total number of pages for the proposal narrative may not exceed 35 double-spaced pages on 8½ by 11-inch paper. *The entire document must be double spaced-including bullet items.* Margins must be no less than 1 inch and a font size of 12-point is required. Times New Roman, Georgian, Courier, Arial, or similar font is strongly recommended. Pages should be numbered. The review panel will not review applications that do not conform to all of these requirements.**



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## SECTION IV                      PROGRAM SCOPE

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The purpose of this Request for Applications is to announce funding availability to assist qualified applicants in the development and implementation of comprehensive and coordinated community-based systems of programs and services for District residents, aged 60 and above. These services shall be designed to meet the complex and ever-changing needs of the elderly, especially for individuals with the greatest economic and/or social needs, with particular emphasis on low-income minority elderly.

### **Service Objective**

The objective of Wellness: Health Promotion is to promote physical, social and emotional well-being through elements and activities such as, physical exercise, nutrition counseling, health education and smoking cessation which are designed to promote good health habits and a healthy lifestyle.

### **Customer Service Responsibilities**

Applicants responding to this request for application shall be responsible for delivering a Wellness: Health Promotion program and services to the targeted population.

The services and programs funded by the Office on Aging are comprehensive in nature and scope. Therefore, each applicant agency/organization must have the demonstrated ability, at a minimum, to provide the program services.

**The DC Office on Aging has developed Service Standards for the program. Successful applicants will review these standards and ensure that applications address these critical standards.**

The applicant shall provide program activities that reflect the following:

#### *1. Wellness: Health Promotion*

Wellness: Health Promotion service is a comprehensive program of core classes in physical exercise, nutrition, and health dialogues for District of Columbia residents 60 years of age or older. Staffed by professional and trained personnel in health and wellness modalities, e.g., exercise physiology, kinesiology, and nutrition, services shall be designed to enhance and integrate physical, social and emotional well-being; promote good health habits; help seniors to be better informed health consumers; and, help to prevent unnecessary and costly medical encounters. Wellness: Health Promotion services shall be provided on a scheduled basis.

## *2. Disease Prevention and Health Promotion*

Disease prevention and Health Promotion services as defined in the Older Americans Act (OAA) section 102 (12) as listed below. Services provided in this area shall be developed with consideration of the following:

- A. health risk assessments;
- B. routine health screening, which may include hypertension, glaucoma, cholesterol, cancer, vision, hearing, diabetes, bone density, and nutrition screening;
- C. nutritional counseling and educational services for individuals and their primary caregivers;
- D. health promotion programs, including but not limited to programs relating to prevention and reduction of effects of chronic disabling conditions (including osteoporosis and cardiovascular disease), alcohol and substance abuse reduction, smoking cessation, weight loss and control, and stress management;
- E. programs regarding physical fitness, group exercise, and music therapy, art therapy, and dance-movement therapy, including programs for multigenerational participation;
- F. home injury control services, including screening of high-risk home environments and provision of educational programs on injury prevention including fall and fracture prevention) in the home environment;
- G. screening for the prevention of depression, coordination of community mental health services, provision of educational activities, and referral to psychiatric and psychological services;
- H. educational programs on the availability, benefits, and appropriate use of preventive health services covered under title XVIII of the Social Security Act;
- I. Medication management screening and education to prevent incorrect medication and adverse drug reactions.
- J. information concerning diagnosis, prevention, treatment, and rehabilitation concerning age-related diseases and chronic disabling conditions, including osteoporosis, cardiovascular diseases, diabetes, and Alzheimer's disease and related disorders with neurological and organic brain dysfunction;
- K. Gerontological counseling; and

- L. Counseling regarding social services and follow up health services based on any of the services described above in A through K.

### *3. Medication Management*

Medication management services shall include screening and education to prevent incorrect medication and adverse drug reactions.

## **Staffing**

Key staff for a Wellness Centers shall include, but are not limited to:

Project Director

Nutritionist

Certified Fitness Specialist, certified by organizations such as:

- ❖ AFTA - American Fitness Training of Athletics
- ❖ ACE - American Council on Exercise
- ❖ ISSA - International Sports Science Association
- ❖ NETA – National Exercise Trainers Association

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## **SECTION V REVIEW AND SCORING OF APPLICATIONS**

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### **Review Panel**

A qualified review panel will review all applications. The review panel will read and score each applicant's proposal, and make recommendations for funding based on the review process. The Director of the Office on Aging shall make the final funding determinations.

### **Scoring Criteria**

Applicants' proposal submissions will be objectively reviewed against the following specific scoring criteria listed below.

#### **I. Quality of the Project Design (Total 25 Points)**

The evaluation panel will consider the quality of the design of the proposed project. In determining the quality of the design of the proposed project, the panel will consider one or more of the following factors:

1. The extent to which the goals, objectives, and outcomes to be achieved by the proposed project are clearly specified and measurable. (5 points)
2. The extent to which the design of the proposed project is appropriate to, and will successfully address, the needs of the target population or other identified needs. (5 points)
3. The extent to which the proposed project is based upon a specific research design, and the quality and appropriateness of that design. (5 points)
4. The extent to which the design of the proposed project includes a thorough, high-quality review of the relevant literature, a high-quality plan for project implementation, and the use of appropriate methodological tools to ensure successful achievement of project objectives. (5 points)
5. The extent to which the design for implementing and evaluating the proposed project will result in information to guide possible replication at other senior wellness centers in the District of Columbia. (5 points)

## **II. Plan of Operation (30 points)**

The review panel will consider the quality of the management plan for the proposed project. In determining the quality of the management plan for the proposed project, the panel will consider one or more of the following factors:

1. The adequacy of the management plan to achieve the objectives of the proposed project on time and within budget, including clearly defined responsibilities, timelines, and milestones for accomplishing project tasks. (6 points)
2. The adequacy of procedures for ensuring feedback and continuous improvement in the operation of the proposed project. (6 points)
3. The adequacy of mechanisms for ensuring high-quality products and services from the proposed project. (6 points)
4. The extent to which the time commitments of the project director and principal investigator and other key project personnel are appropriate and adequate to meet the objectives of the proposed project. (6 points)
5. How the applicant will ensure that a diversity of perspectives are brought to bear in the operation of the proposed project, including those of recipients or beneficiaries of services, partners in the health and wellness field, the community at large, the business community, and a variety of disciplinary and professional fields, as appropriate. (6 points)

## **III. Innovation in Project Design (10 points)**

In determining whether the application shows innovation in health and wellness programs serving the elderly, the review panel will consider the following factors:

1. The extent to which the design of the proposed project reflects up-to-date knowledge from research and effective practice. (5 points)
2. The extent to which the proposed project presents a holistic, complementary approach for senior health and wellness. (5 points)

## **IV. Quality of Key Personnel (10 points)**

In determining the quality of the project's key personnel, the review panel will consider one or more of the following factors:

1. The qualifications, including relevant training and experience, of the Center Director. (5 points)

2. The qualifications, including relevant training and experience, of key project personnel, including, but not limited to nutritionists, art/recreation therapists, and exercise therapists/kinesiologists. (3 points)
3. The qualifications, including relevant training and experience, of project consultants or subcontractors. (2 points)

#### **V. Budget (10 points)**

The review panel will consider the extent to which the budget is adequate to support the proposed project. Specifically, the panel will consider:

1. The extent to which the costs are reasonable in relation to the objectives, design, and potential significance of the proposed project. (5 points)
2. The extent to which the costs are reasonable in relation to the number of persons to be served and to the anticipated results and benefits. (5 points)

#### **VI. Adequacy of Resources (15 points)**

The evaluation panel will consider the adequacy of resources for the proposed project. In determining the adequacy of resources for the proposed project, the panel will consider one or more of the following factors:

1. The adequacy of support, including the agency match of not less than 15% cash, facilities, equipment, supplies, and other resources, from the applicant organization. (5 points)
2. The adequacy of each partner in the proposed partnership, i.e., a hospital or other health care organization that can provide appropriate screenings, the appropriate Ward-based Commissioner on Aging, and the appropriate Ward-based Chair of the Mini-Commission on Aging. (5 points)
3. The relevance and demonstrated commitment of each partner in the proposed project to the implementation and success of the project. (5 points)

**Total Maximum Score for Selection Criteria**

**100 points**

The above order is suggested since this is the same order in which the Technical Review Form is organized. The Technical Review Form is used by the reviewers to evaluate the application. Following the order will help to facilitate the review process.

*Additional Suggestions:*

- Number each page of the application.
- Do not use any binding.
- Do not include descriptive materials (brochures, reports, etc.) that are not requested.
- Do not include additional letters of support other than those that are required.

**Decision on Awards**

The recommendations of the review panel are advisory and are not binding on the Office on Aging. The final decision on funding is vested solely with the Executive Director of the DC Office on Aging based on a review of the recommendations of the review panel, pre-award site visits and any other information considered relevant.

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**SECTION VI****INSTRUCTIONS FOR TRANSMITTING APPLICATIONS**

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An original and five (5) copies of the application must be submitted in a sealed envelope or package conspicuously marked "Application in Response to Fiscal Year 2006 Office on Aging Senior Wellness Center Program Grant Request for Application." Applications that are not submitted in a sealed envelope or package and so marked **will not be accepted**. Electronic, telephonic, telegraphic and facsimile submissions **will not be accepted**.

**Applications Delivered by Mail**

An application sent by mail must be addressed to the District of Columbia Office on Aging, in a sealed envelope or package conspicuously marked "Application in Response to Request for Fiscal Year 2006 Office on Aging Senior Wellness Center Program Grant Application" 441 4<sup>th</sup> Street, NW, Suite 900 South, Washington, DC 20001. Applications sent by mail must be mailed in time to allow the application to reach the D.C. Office on Aging by the deadline date.

An application must show proof of mailing consisting of one of the following:

- (1) A legibly dated U.S. Postal Service postmark.
- (2) A legible mail receipt with the date of mailing stamped by the U.S. Postal Service.
- (3) A dated shipping label, invoice, or receipt from a commercial carrier.
- (4) Any other proof of mailing acceptable to the Government of the District of Columbia

If an application is sent through the U.S. Postal Service, the following are not acceptable proofs of mailing:

- (1) A private metered postmark, or
- (2) A mail receipt that is not dated by the U.S. Postal Service.

An applicant should note that the U.S. Postal Service does not uniformly provide a dated postmark. Before relying on this method, an applicant should check with its local post office. Applicants are encouraged to use registered or at least first-class mail.

**Applications Delivered by Hand/Courier Service**

An application that is hand delivered must be taken to the District of Columbia Office on Aging in a sealed envelope or package conspicuously marked "Application in Response to Fiscal Year 2006 Office on Aging Senior Wellness Center Program Grant Request for Application" 441 4<sup>th</sup> Street, NW, Suite 900 South, Washington, DC 20001 between 9:00 a.m. and 5:00 p.m. daily, except Saturdays, Sundays and Federal holidays.



In order for an application sent through a Courier Service to be considered timely, the Courier Service must deliver the application on or before the deadline date and time.

Applications are due no later than 5:00 p.m., EDT, on August 24, 2004. All applications will be recorded upon receipt. Applications **will not be accepted after 5:00 p.m. EDT**, August 24, 2004. Any additions or deletions to an application will not be accepted after the deadline.

An original and five copies, for a total of six (6) copies **must be** delivered to the following location:

**District of Columbia Office on Aging  
441 - 4<sup>th</sup> Street, NW  
9th Floor, South  
Washington, DC 20001**

#### **LATE APPLICATIONS WILL NOT BE ACCEPTED**

**NOTE: Applicants must allow time to proceed through magnetometers in the 441 4<sup>th</sup> Street building. Persons delivering applications must show proper identification; a picture I.D. is required to gain access to building elevators. The Office on Aging will not accept responsibility for delays in the delivery of the proposals. Applicants should be aware that a security status level higher than yellow may require additional identification and cause further delays in accessing the building.**

## **Checklist for Applications**

- ❑ The application is printed on 8½ by 11-inch paper, double-spaced, on one side, using 12-point type with a minimum of one inch margins.
- ❑ The application does not exceed 35 pages. The abstract, appendices and attachments are not included in the page limit.
- ❑ The Applicant Profile contains all the information requested.
- ❑ The proposal abstract is complete and does not exceed 2-page limit for this section of the application
- ❑ Achievement of Fiscal Year 2005 Program Objectives is shown. (Current grantees only)
- ❑ Fiscal Year 2006 Program Objectives are included.
- ❑ The applicant organization/entity has responded to all sections of the Request for Application
- ❑ The program budget is complete and complies with the Budget forms listed in Attachment E of the RFA.
- ❑ The program narrative section is complete and is within the 30-page limit for this section of the application.
- ❑ The Certifications and Assurances listed in Attachments A and B are complete.
- ❑ The appropriate appendices, including program descriptions, staff qualifications, individual resumes, licenses and other supporting documentation are enclosed.
- ❑ There are six copies of the proposal; one (1) copy is an original.
- ❑ The application is submitted with two original receipts, found in Attachment D, attached to the outside of the envelopes or packages.

### **Additional information for successful applicants**

The following guidance documents are required for each successful applicant and may be obtained from the Office on Aging or the U.S. Administration on Aging website [www.aoa.gov](http://www.aoa.gov):

- Older Americans Act of 1965, as amended and appropriate regulations;
- D.C. Law 1-24, as amended;
- D.C. Office on Aging State Plan;
- D.C. Office on Aging Handbook;
- D.C. Office on Aging Audit Guide;
- D.C. Office on Aging Census Elderly Population Profile, updated; and

### **Service Standards**

The Office on Aging Service Standards for all services is available for pick-up from the receptionist at the Office on Aging.

## **SECTION VII LIST OF ATTACHMENTS**

<b>Attachment A</b>	<b>Certifications</b>
<b>Attachment B</b>	<b>Assurances</b>
<b>Attachment C</b>	<b>Budget Summary and Sample Budget Narrative</b>
<b>Attachment D</b>	<b>Application Receipt Form</b>
<b>Attachment E</b>	<b>Commission on Aging and Mini-Commission on Aging Chairs</b>



**DISTRICT OF COLUMBIA OFFICE ON AGING**

**CERTIFICATIONS REGARDING DEBARMENT, SUSPENSION AND  
OTHER  
RESPONSIBILITY MATTERS, DRUG-FREE WORKPLACE  
REQUIREMENTS  
AND LOBBYING**

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*Applicants should refer to the regulations cited below to determine the certification to which they are required to attest. Applicants should also review the instructions for certification included in the regulations before completing this form. Signature on this form provides for compliance with certification requirements under 45CFR Part 76, "Government Debarment and Suspension (Non-procurement)" and "Government-wide Requirements for Drug-Free Workplace" and 45CFR Part 93. "New Restrictions on Lobbying." The certifications shall be treated as a material representation of fact upon which reliance will be placed when the District of Columbia Office on Aging determines to award the covered transaction, grant, or cooperative agreement.*

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***1. Debarment, Suspension, and  
Other Responsibility Matters***

As required by Executive Order 12549, Debarment and Suspension, and implemented at 45 CFR Part 76, for prospective participants in primary covered transactions, as defined at 45 CFR Part, 76, Sections 76.105 and 76.110 -

(1) The prospective primary participant certifies to the best of its knowledge and belief, that it and its principals:

(a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any Federal department or agency;

(b) Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

(c) Are not presently indicted for or otherwise criminally or civilly

charged by a governmental entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph(1)(b) of this certification; and

(d) Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State or local) terminated for cause or default.

(2) Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

## ***2. Certification Regarding Drug-Free Workplace Requirements***

### ***Alternate I. (Grantees Other Than Individuals)***

As required by the Drug-Free Workplace Act of 1988, and implemented at 45 CFR Part 76, Subpart F, for grantees, as defined at 45 CFR Part 76, Sections 76.605 and 76.610 –

A. The grantee certifies that it will or will continue to provide a drug-free workplace by:

(a) Publishing a statement notifying employees that the unlawful, manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;

(b) Establishing an ongoing drug-free awareness program to inform employees about --

(1)The dangers of drug abuse in the workplace;

(2) The grantee's policy of maintaining a drug-free workplace;

(3) Any available drug counseling, rehabilitation, and employee assistance programs; and

(4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;

c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);

(d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will --

(1) Abide by the terms of the statement; and

(2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;

(e) Notifying the agency in writing, within ten calendar days after receiving notice under paragraph (d)(2) from an employee or otherwise receiving actual notice of such conviction.

Employers of convicted employees must provide notice, including position title, to: Executive Director, District of Columbia Office on Aging, 441 4<sup>th</sup> Street, N.W., Washington, D.C. 20001. Notice shall include the identification number(s) of each affected grant;

(f) Taking one of the following actions, within 30 calendar days of receiving notice under paragraph (d)(2), with respect to any employee

who is so convicted --

(1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or

(2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or

local health, law enforcement, or other appropriate agency;

(g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e) and (f).

B. The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

**Place of Performance (Street address, city, county, state, zip code)**

Place of Performance: \_\_\_\_\_  
Address: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_  
State: \_\_\_\_\_  
Zip Code: \_\_\_\_\_  
County: \_\_\_\_\_

☐ Check if there are workplaces on file that are not identified here.

***Alternate II. (Grantees Who Are Individuals)***

As required by the Drug-Free Workplace Act of 1988, and implemented at 45 CFR Part 76, Subpart F, for grantees, as defined at 45 CFR Part 76, Sections 76.605 and 76.610 (A) The grantee certifies that, as a condition of the grant, he or she will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the grant;

(B) If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, he or she will report the conviction, in writing, within

10 calendar days of the conviction, to: Executive Director, District of Columbia Office on Aging, 441 4<sup>th</sup> Street, NW, Suite 900 South, Washington, DC 20001. When notice is made to such a central point, it shall include the identification number(s) of each affected grant.

***3. LOBBYING***

Certification for Contracts, Grants, Loans, and Cooperative Agreements As required by Section 1352, Title 31 of the U.S. Code, and implemented at 45 CFR Part 93, for persons entering into a grant, cooperative agreement or contract over \$100,000, or loan, or loan guarantee over \$150,000, as

defined at 45 CFR Part 93, Sections 93.105 and 93.110 the applicant certifies that to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have

been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal certification is a material representation of fact upon which reliance was placed when this contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly. This transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

*Statement for Loan Guarantees and Loan Insurance*

The undersigned states, to the best of his or her knowledge and belief, that: If any funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress,

an officer or employee of Congress, or an employee of a Member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its

instructions. Submission of this statement is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required statement shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

*As the duly authorized representative of the applicant, I hereby certify that the applicant will comply with the above applicable certification(s).*

<b>NAME OF APPLICANT:</b> _____ <b>AWARD NUMBER AND/OR PROJECT NAME:</b> _____ <b>SIGNATURE:</b> _____ <b>DATE:</b> _____
--



**GOVERNMENT OF THE DISTRICT OF COLUMBIA**  
**Office on Aging**



**ASSURANCES**

**The applicant hereby assures and certifies compliance with all Federal statutes, regulations, policies, guidelines and requirements, including OMB Circulars No. A-21, A-110, A-122, A-128, A-87; E.O. 12372 and Uniform Administrative Requirements for Grants and Cooperative Agreements – 28 CFR, Part 66, Common Rule, that govern the application, acceptance and use of Federal funds for this federally-assisted project.**

**Also, the Applicant assures and certifies that:**

- 1. It possesses legal authority to apply for the grant; that a resolution, motion or similar action has been duly adopted or passed as an official act of the applicant's governing body, authorizing the filing of the application, including all understandings and assurances contained therein, and directing and authorizing the person identified as the official representative of the applicant to act in connection with the application and to provide such additional information as may be required.**
- 2. It will comply with requirements of the provisions of the Uniform Relocation Assistance and Real Property Acquisitions Act of 1970 PL 91-646 which provides for fair and equitable treatment of persons displaced as a result of Federal and federally-assisted programs.**
- 3. It will comply with the minimum wage and maximum hours provisions of the Federal Fair Labor Standards Act if applicable.**
- 4. It will establish safeguards to prohibit employees from using their positions for a purpose that is or gives the appearance of being motivated by a desire for private gain for themselves or others, particularly those with whom they have family, business, or other ties.**
- 5. It will give the sponsoring agency of the District of Columbia or the Comptroller General of the United States, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the grant.**

- 6. It will comply with all requirements imposed by the DC Office on Aging concerning special requirements of law, program requirements, and other administrative requirements.**
- 7. It will insure that the facilities under its ownership, lease or supervision which shall be utilized in the accomplishment of the project are not listed on the Environmental Protection Agency's (EPA), list of Violating Facilities and that it will notify the Office on Aging of the receipt of any communication from the Director of the EPA Office of Federal Activities indicating that a facility to be used in the project is under consideration for listing by the EPA.**
- 8. It will comply with the flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973, Public Law 93-234-, 87 Stat. 975, approved December 31, 1976. Section 102(a) requires, on and after March 2, 1975, the purchase of flood insurance in communities where such insurance is available as a condition for the receipt of any Federal financial assistance for construction or acquisition purposes for use in any area that has been identified by the Secretary of the Department of Housing and Urban Development as an area having special flood hazards. The phrase "Federal Financial Assistance", includes any form of loan, grant, guaranty, insurance payment, rebate, subsidy, disaster assistance loan or grant, or any other form of direct or indirect Federal assistance.**
- 9. It will assist the Office on Aging in its compliance with Section 106 of the National Historic Preservation Act of 1966 as amended (16 USC 470), Executive Order 11593, and the Archeological and Historical Preservation Act of 1966 (16 USC 569a-1 et. Seq.) By (a) consulting with the State Historic Preservation Officer on the conduct of investigations, as necessary, to identify properties listed in or eligible for inclusion in the National Register of Historic Places that are subject to adverse effects (see 36 CFR Part 800.8) by the activity, and notifying the Federal grantor agency of the existence of any such properties, and by (b) complying with all requirements established by the Federal grantor agency to avoid or mitigate adverse effects upon such properties.**
- 10. It will comply, and assure the compliance of all its subgrantees and contractors, with the applicable provisions of Title II of the Omnibus Crime Control and Safe Streets Act of 1968, as amended, the Juvenile Justice and Delinquency Prevention Act, or the Victims of Crime Act, as appropriate; the provisions of the current edition of the Office of Justice Programs Financial and Administrative Guide for Grants; and all other applicable Federal laws, orders, circulars, or regulations.**
- 11. It will comply with the provisions of 28 CFR applicable to grants and cooperative agreements including Part 18, Administrative Review Procedure; Part 20, Criminal Justice Information Systems; Part 22, Confidentiality of Identifiable Research and Statistical Information; Part 23, Criminal Intelligence Systems Operating Policies; Part 30, Intergovernmental Review of Department of Justice Programs and**

**Activities; Part 42, Nondiscrimination/Equal Employment Opportunity Policies and Procedures; Part 61, Procedures for Implementing the National Environmental Policy Act; Part 63, Floodplain Management and Wetland Protection Procedures; and Federal laws or regulations applicable to Federal Assistance Programs.**

- 12. It will comply, and all its contractors will comply, with the non-discrimination requirements of the Omnibus Crime Control and Safe Streets Act of 1968, as amended, 42 USC 3789(d), or Victims of Crime Act (as appropriate); Title VI of the Civil Rights Act of 1964, as amended; Section 504 of the Rehabilitation Act of 1973, as amended; Subtitle A, Title III of the Americans with Disabilities Act (ADA) (1990); Title IIX of the Education Amendments of 1972; the Age Discrimination Act of 1975; Department of Justice Non-Discrimination Regulations, 28 CFR Part 42, Subparts C, D, E and G; and Department of Justice regulations on disability discrimination, 28 CFR Part 35 and Part 39.**
- 13. In the event a Federal or State court or Federal or State administrative agency makes a finding of discrimination after a due process hearing on the grounds of race, color, religion, national origin, sex, or disability against a recipient of funds, the recipient will forward a copy of the finding to the Office for Civil Rights, Office of Justice Programs.**
- 14. It will provide an Equal Employment Opportunity Program if required to maintain one, where the application is for \$500,000 or more.**
- 15. It will coordinate with other available resources in the target area, i.e. Health Facilities, Public Libraries, Colleges and Universities and develop agreements with educational institutions outlining courses available to seniors either without cost or at a discount.**
- 16. It will adhere to Office on Aging Policy Memorandum 01-P08, Continuation Application Instructions for Office on Aging Grantees Receiving D.C. Office on Aging and Medicaid for the Same Service, as applicable.**
- 17. It will adhere to Office on Aging Policy Memorandum 02-P07, Approval for Key Personnel, as applicable.**
- 18. It will give priority in hiring to D.C. residents when filling vacant positions.**
- 19. It will give priority in hiring to individuals age 55 and over.**
- 20. It will adhere to the D.C. Office on Aging mandate that all participant travel, for reimbursement purposes, will not extend beyond the limits of the Beltway surrounding the District of Columbia.**
- 21. It will submit all reports, i.e., Monthly Comprehensive Uniform Reporting Tool (CURT), (including NAPIS information, if applicable),**

**the Monthly and Quarterly Financial Reports and the Georgetown rosters in a timely manner, and not later than the monthly due date.**

- 22. It will ensure that all client intake forms are completed annually, including information on ethnicity and poverty status.**
- 23. It will ensure that all applicable logs regarding services provided, including services specifically for caregivers under the National Family Caregiver Support Program are maintained according to the terms and conditions of the grant.**
- 24. It will ensure that the grantee is represented by the Project Director or another comparable level staff member at monthly Office on Aging-sponsored Project Director meetings.**
- 25. It will submit an inventory listing of all equipment purchased in whole or in part with Office on Aging funds. Further, it will comply with the requirement that all equipment purchased with D.C., Office on Aging funds will be labeled as property of DCOA and will not be disposed of, i.e., transferred, replaced or sold, without prior approval from the Office on Aging.**
- 26. It will include on all stationery, publicity and promotional material and related written and oral communications the following identifier:**



**– Part of the Senior Service Network – Supported by the D.C. Office on Aging.**

**It will include in the written descriptions and verbal presentations of services funded by the Office on Aging, that the programs and services are provided in partnership with the Office on Aging, in accordance with OoA Policy Memorandum 02-P05, Acknowledgement of Office on Aging Financial Support.**

<b>As the duly authorized representative of the applicant, I hereby certify that the applicant will comply with the above assurances.</b>	
<b>1. Grantee Name and Address</b>	
<hr/> <hr/>	
<b>2. Project Name</b>	
<hr/>	
<b>3. Typed Name and Title of Authorized Representative</b>	
<hr/> <hr/>	
<b>4. Signature of Authorized Representative</b>	<b>5. Date</b>

**D.C. OFFICE ON AGING  
FY 2005 BUDGET SUMMARY SHEET**

<b>BUDGET CATEGORIES</b>	<b>SOURCE</b>		<b>TOTAL BUDGET</b>
	<b>Grantee Share</b>	<b>DC Office on Aging Share</b>	
<b>1. PERSONNEL</b> (a)Salary			
(b)Fringe @ ____%			
<b>2. TRAVEL</b>			
<b>3. COMMUNICATIONS</b>			
<b>4. EQUIPMENT</b>			
<b>5. SUPPLIES</b>			
<b>6. OTHER DIRECT</b>			
<b>7. TOTAL DIRECT COSTS</b>			
<b>8. INDIRECT COST @ __% OF MTDC *</b>			
<b>10. TOTAL PROJECT COSTS</b>			

**\* Modified Total Direct Cost**

## Attachment C

### Budget Justification Sample Format with Narrative

<b>Object Class Category</b>	<b>DCOA Funds</b>	<b>Non-DCOA Cash (Source)*</b>	<b>Non-DCOA In-Kind</b>	<b>TOTAL</b>	<b>Justification</b>
Personnel	\$185,000	\$8,982		\$193,982	3 Social workers @ 3.0 FTE @ \$55,000.00 ea. = \$165,000 Mary Jones - Activities Coordinator 1.0 FTE @ \$20,000.00 Sue Smith – Receptionist @ \$9.00 per hr. @ 998 hrs. = \$8,982.00
Fringe Benefits	\$24,050	\$1,168		\$25,218	Fringe Benefits @ 13% of Total Salaries
Travel	\$5,410			\$5,410	Transportation to sites and activities – 6000 miles @ .36 per mile = \$2,160.00 Vehicle maintenance & repairs – oil changes, parts replacements for 3 (15) passenger vans = \$3,000.00 Vehicle rental fee when a vehicle is out of service for repairs @ 25.00 per day for an average of 10 program days = \$250.00
Occupancy			\$69,320	\$69,320	Happy time Site - \$12 per square foot for 5,100 square feet = 61,200.00 Security System - \$60.00 per month per year = \$720.00 Utilities – electric, gas and water = \$5,000.00 Maintenance = \$2,400.00

**\* Indicate source(s) of Non DCOA cash**

Communication	\$2,960			\$2,960	Courier/Delivery @ \$200.00 Internet Service Provider @ 360.00 Telephone @ \$2,200.00 Postage @ \$200.00
Supplies	\$383			\$383	Office Supplies- pens, toner, cartridges, paper = \$222.50 Recreational Supplies – games arts & craft materials =\$160.50
Other Direct Costs	\$36,740	9,000		\$45,740	<b>Consultant /Contractor</b> <i>Kathy Mann</i> – Dance Instructor .75 FTE @ \$15.0 per hr. X 30 hours a week or \$450.00 per week for 20 weeks = \$9,000.00 <i>Computer Instructor</i> at .15 FTE @ \$18.00 per hr. for 6 hrs. a week for 30 weeks = \$3,240.00 <i>Bookkeeper</i> - \$25.00 per hr. for 10 hrs. per month = \$3,000.00 <i>Delicious Food</i> (food service provider under contract for Weekend Meals) 120 meals per weekend @ \$5.00 per meal for 40 weekends = \$24,000.00 <i>Liability Insurance</i> @ \$5,000.00 <i>Audit Fees</i> @ \$1,500.00
Total Direct	\$254,543	\$19,150	\$69,320	\$343,013	
Indirect Cost	\$51,452			\$51,452	Indirect cost @ 15% of MDTC of \$343,013.00 = \$51,452.00
<b>TOTAL</b>	<b>\$305,995</b>	<b>\$19,150</b>	<b>\$69,320</b>	<b>\$394,465</b>	



**COMMISSIONERS ON AGING  
MINI-COMMISSION ON AGING CHAIRS  
WARDS 5, 7, AND 8**

**Ward 5**

**Ms. Susie Barnes  
Chair, Ward 5 Mini-Commission  
3000 7<sup>th</sup> Street, NE, Apt. 217  
Washington, D.C. 20017  
202/832-6840**

**Ward 7**

**Ms. Naomi Robinson  
Chair, Ward 7 Mini-Commission  
1131 46<sup>th</sup> Place, S.E.  
Washington, D.C. 20019  
202/583-9034**

**Ms. Elfrida R. Foy  
Commissioner, Ward 7  
4325 H Street, SE  
Washington, D.C. 20019  
202/581-7305**

**WARD 8**

**Ms. Addie Cooke  
President, Ward 8 Mini-Commission on Aging  
2407 18<sup>th</sup> Street, S.E.  
Washington, D.C. 20020**

**Ms. Alethea Campbell  
Commission on Aging Chairperson  
Commissioner, Ward 8  
745 Congress Street, SE  
Washington, D.C. 20032  
202/563-5423**



**Office on Aging  
Fiscal Year 2006 Senior Wellness Center Program Grant**

**THE D.C. OFFICE ON AGING IS IN RECEIPT OF A GRANT APPLICATION FROM:**

---

**(Organization Name)**

---

**(Address, City, State, Zip Code)**

---

**(Program Title)**

---

**Contact Person**

---

**Telephone/Fax**

---

**E-mail**

**D.C. Office on Aging Use, ONLY**

**Proposal Received on \_\_\_\_\_, 2005**

**Time Received: \_\_\_\_\_**

**Copies Received: Original \_\_\_\_\_ Copies \_\_\_\_\_**

**Received by: \_\_\_\_\_**